

U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. 16-08

OPEN TO: Current Employees of the Mission	OPENING DATE: January 26, 2016
TITLE: USAID Project Management Assistant	CLOSING DATE: February 08, 2016
GRADE: FSN-09	AGENCY: USAID
POSITION NO: 80260-017	LOCATION: Islamabad
SALARY: Rs. 1,480,515 P.A. (Starting salary)	
*Final salary determination for the selected candidate will be based on the candidate's demonstrated (certified) salary history.	

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The United States Agency for International Development (USAID/Pakistan) is seeking an individual for the position of USAID Project Management Assistant for the Office of Peshawar Programs (FATA/KP) in Islamabad. The position is classified at the FSN-09 grade level. The starting salary for this position is Rs.1,480,017 per annum and the maximum range is Rs. 2,761,665 per annum, per the current FSN Compensation Plan. This salary range is not inclusive of other benefits and allowances.

BRIEF DESCRIPTION OF DUTIES: The incumbent will be based in Islamabad, where, along with the other Governance Specialist, will support USAID Democracy and Governance (DG) programming in the KP/FATA regions. The incumbent will provide the following types of support: monitoring, technical input to improve project design and implementation, analysis of relevant social and political trends, and reporting. Where applicable, the Governance Assistant may serve as Agreement Officer's Representative (AOR)/Contracting Officer's Representative (COR) or activity manager for one or more DG activities based in the KP/FATA Office. While more junior in scope than the Governance Specialist, the Governance Assistant will likely split the DG portfolio with the Governance Specialist, and assume a lead role in tracking issues in one or more distinct DG subfields, including but not limited to: rule of law, elections and political processes, civil society, sub-national governance, and media.

QUALIFICATIONS REQUIRED FOR FULL PERFORMANCE LEVEL:

EDUCATION: Successful completion of college/university (14 years of education) studies in political science, economics, sociology or project management, is required.

EXPERIENCE: A minimum of three years of work experience in development assistance and/or development programming with a donor agency, non-governmental organization or the Government of Pakistan, is required. Minimum of two years of relevant experience in program design and management or direct technical assistance is required.

LANGUAGE: Level IV (fluent) Reading/Writing/Speaking English, Urdu and Pashto are required. Language skills may be tested during the recruitment process.

KNOWLEDGE: As the Governance Assistant will be expected to support DG programs in a variety of DG sub-sectors (including, but not limited to, local governance, civil society, rule of law, and etc.), broad knowledge of the principles and accepted practices of democratic governance is a must. The Governance Assistant must have the potential to rapidly acquire knowledge of relevant policies and regulations as they apply to USG assistance programs in Pakistan. Familiarity with best practices in project design, development, implementation and/or evaluation is a must.

ABILITIES & SKILLS: Requires excellent judgment, sophisticated analytical and interpersonal skills, and strong organizational ability. Must be able to obtain, analyze and evaluate a variety of data; organize, interpret and present it in meaningful oral or written form for varied audiences and provide solid analysis leading to sound financial decisions. Requires the ability to draft factual and interpretive memos, providing clear and well-supported recommendations and provide objective information and advice. This position, while based in Islamabad, will work closely with colleagues in both Peshawar and Islamabad, as well as perhaps other areas. Therefore, the incumbent will need to develop and maintain cordial, professional relationships and perform in a team environment, even when daily, face-to-face contact is not possible. A high degree of computer literacy is required including, the ability to create and manipulate budget spreadsheets utilizing and introducing new computer programs; manipulate and present a variety of data to different

audiences; utilize office technology for increased productivity and develop and manage complex accounting and control systems. Computer skills may be tested during the recruitment process.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report and who are currently on a Performance Improvement Plan are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned or been promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission Pakistan and, if so, in which section they are employed.
7. U.S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocation for joining.
8. Please note that for In-House Candidates, employee's transfer or promotion, whichever is applicable, will be processed according to respective clauses of 3 FAM regulations.

TO APPLY:

Interested applicants must submit their duly completed DS-174 (Application for Employment as LE Staff) in [Word](#) or [PDF](#) document. **Applicants are advised to include all of their current and previous experience including duties and responsibilities that may not be directly related to the subject position. This information will be used as an official record of the applicant's prior work experience in the event he/she is selected for the position and subsequently applies for other positions within USAID/Pakistan.** Applications should be forwarded only once either on the email: FSNIslamabad@usaid.gov or on the below mailing address. When submitting an application via email, the vacancy announcement number and the title of the position must be mentioned in the subject line. If the application is submitted by postal mail, applicants should clearly mark the position title and the vacancy announcement number on the envelope and should mail it to the following mailing address:

**Human Resources Unit, Office of Executive Management, USAID/Pakistan
U.S. Embassy, Diplomatic Enclave, Islamabad**

Incomplete applications and/or application received after the closing date will not be considered. Only applications submitted on the prescribed application DS-174 Form and on the email/ mailing address given in the vacancy announcement will be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: February 08, 2016

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.